

THE HOPI TRIBE
Office of Health Services

CHILD CARE PROVIDER AIDE

INTRODUCTION: This position is responsible for providing childcare services to infants and toddlers in a day care center setting. The incumbent performs supervisory duties of semi-difficulty and complexity requiring knowledge and skill in communicating and working with infants and toddlers.

DUTIES: (The following examples of duties are intended to be illustrative only and are not intended to be all inclusive or restrictive).

1. Responsible for the care, safety and well being of children in the childcare center. Maintains a safe, clean and pleasant environment.
2. Carries out activities with infants and toddlers, i.e., educational, social, etc.
3. Demonstrates understanding of child growth and development working with children, recording activities and talking with parents.
4. Performs other duties as assigned and authorized to meet program goals and objectives.

COMPLEXITY: The work consists of duties that involve various related steps, processes or methods. Decisions regarding what needs to be done or completed require the incumbent to recognize the existence of and differences among several alternatives.

SUPERVISION RECEIVED: The incumbent works under general supervision and line authority of the Supervisory Child Care Provider. The supervisor provides written and verbal instructions. The incumbent uses initiative in carrying out recurring assignments independently, referring problems and unfamiliar situations to the supervisor for assistance. Completed work is evaluated in conformance with established guidelines and contract requirements.

PERSONAL CONTACTS: Contacts are with employees within/outside the immediate work area, infants, toddlers, parents and the general public. The purpose of these contacts is to exchange factual information infants, toddlers, parents, employees and the general public.

PHYSICAL EFFORT & ENVIRONMENTAL FACTORS: Work is performed in a daycare setting requiring physical exertion such as standing, recurring bending, crouching, stooping, etc., and involves everyday risks or discomforts. Work at times will be beyond the normal eight (8) hour daily schedule. Travel on and off the reservation is minimal and required.

MINIMUM QUALIFICATIONS:

1. Required Education Training and Experience:

A. Education : High school diploma or G.E.D. equivalent;

AND

B. Training : Completion of six (6) hours training in Early Childhood Development;

CHILD CARE PROVIDER AIDE-Office of Health Services

Page 2

AND

B. Experience : Two (2) years experience working with infants/toddlers program;
OR

C. Any equivalent combination of Education, Training and Experience, which demonstrates the ability to perform the duties of the position.

2. Required Knowledge, Skills and Abilities:

A. Knowledge : Knowledge of safety procedures and hazardous conditions

Knowledge of nutrition and health standards/conditions

Knowledge of child development

B. Skills : Skill in verbal and written communication

Skill in working with infants and toddlers

C. Abilities : Ability to work with infants/toddlers with care

Ability to maintain a safe, clean and pleasant environment

Ability to follow verbal and written instructions

Ability to maintain confidential information

Ability to establish and maintain positive working relationships with others

NECESSARY SPECIAL REQUIREMENTS:

1. Possess valid Arizona Driver's License and complete/pass the Hopi Tribe's Defensive Driving Course.
2. No felony convictions; no misdemeanor convictions within the past twelve (12) months.
3. Pass a sensitive background investigation and fingerprint check.
4. Possess valid Infant CPR and First Aid.
5. Possess valid and maintain a Food Handler's Card.
6. Complete and pass an annual physical examination prior to employment, if selected, and yearly thereafter.

REVIEWED BY:

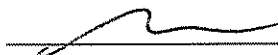


Department/Office Hiring Authority

3/16/01

Date

APPROVED BY:



Personnel Director

3-20-01

Date